

MCH Combined Team Workplan

January 10, 2001

(updated 2/14/01; 3/14/01; 5/31/01; 6/13/01; 8/20/01; 9/28/01; 12/12/01)

Topics	Action Steps	Lead Responsibility	Follow-Up	Target Timeline
1. Successes	(See 2001 notebook, 'Successes' tab) Present 'successful' activities that have increased team functioning, made MCH more efficient, involved networking or developed a product. Monthly check-in. Determine who else should be informed about this success.	MCH Combined Team	Track successes and who else this information is marketed to. How well is this being done? Survey team members to review tracking process and marketing and modify as needed.	June 2001
2. Culture of Appreciation	Quarterly Check-In	Facilitating Team	Quarterly Agenda Item	March, June Sept., Dec.
3. CQ Language Change Over	Add language to CQs as performance evaluations occur	Supervisor of each program staff	Check-in regarding progress quarterly at M-Team meetings	January 2002 Will check in at January 23 managers meeting to make sure that this happened.

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4. Orientation of New Program Team Staff	a. Develop Manual and individual orientation packets b. Schedule Orientation quarterly	a. Team Coordinator b. Team Coordinator Supervisor MCH Region Team	b. Orientations scheduled March, June, Sept & Dec 01	a. January 2001 (Completed February 2001) b. New team members to be scheduled by section mgr for orientation within 3 mos after assigned to a team
5. Logo Development (reflecting new vision & purpose)	a. Develop options b. Process to select logo c. Incorporate logo into agendas & all Team generated documents	a. Jan Hicks-Thomson and Johanna Flynn b. " c. Team Coordinator		a. Present to Combined Team at June 2001 meeting b. July 2001 meeting Completed 4/11/01 via e-mail voting on 6 choices c. August 2001
6. Mascot	Think up, make or identify a mascot for Combined Team	Jeanette Zaichkin and Vicki Gaelen		Present to Combined Team at March 2001 meeting Decision 3/14/01: Giraffe is designated mascot
7. Team Configuration (to gain a better state perspective and broaden experiences)	Explore options <ul style="list-style-type: none"> rotation of region team members among regions rotation of lead counties within region teams 	East Team and others	Discuss at Combined Team meeting.	Scheduled for April 11, 2001 meeting; discussion outcome was to make no changes at this time. Most people were not interested in rotation

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	<ul style="list-style-type: none"> rotation off teams 			among teams but felt that rotation within a team for lead counties should be decided between the team and the team manager. Rotating off a team was up to the Section manager.
8. "Cross Fertilization" of Expertise	Develop strategies: <ul style="list-style-type: none"> engage/encourage interaction with others outside MCH Teams who work with LHJ's (DOH/CFH progs) explore overlaps & find ways to carry each other's messages,...) 	<ul style="list-style-type: none"> MCH Combined Team Managers Other DOH/CFH programs 	<ul style="list-style-type: none"> Beth will attend 2/27 DOH/LHJ workgroup meeting to find out what is already happening Beth will meet with Carol O. 2/15 to develop concept of CFH/LHJ workgroup Identify some of the connections we already have (Unintended preg workgroup, HIV/AIDS, FP) 	<ul style="list-style-type: none"> 2/27--completed 2/15—completed; will meet again with Carol 3/30 to further develop concept paper Brainstorm at 3/14 4/11 Team meeting; continued discussion at 5/9 mtg
9. Promotion of common understanding between MCH programs in order to prepare MCH staff to promote the messages of all our programs, both individually and as a whole; and increase	Strategies:	MCH Combined Team and Managers	<ul style="list-style-type: none"> Combined Team members review MCH materials about each program July 2001 Plan activities with management support for cross-informing by 	<ul style="list-style-type: none"> Scheduled for July mtg discussion DRAFT Process document by Dec 2001 Trial period thru June 2002 Process established,

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our ability to convey the message to different audiences, from "line staff" to Nursing Directors.			October 2001	<p>but with on-going revisions as necessary</p> <p>October 2002</p> <p>DECISION 8/8/01: MCH Info packet will be included as part of the MCH team orientation when it is completed; Invite MCH staff to briefly talk about issues at meetings; Websites of particular programs have information; Send brief email "alerts" to team members on emerging issues; Channel back info/feedback received from counties on particular programs to the appropriate person at MCH</p>
10. Evaluation Process	Develop process using Successes and Culture of Appreciation (to use quarterly at first and then move to half yearly; internal? external? both?)	<p>Workgroup with:</p> <ul style="list-style-type: none"> ▪ Team Coordinator ▪ Manager Liaison ▪ MCH Region Teams reps 	<p>Evaluate quarterly; then move to half-yearly. Decide who to engage (Internal? External? Both?)</p> <p>Form Workgroup at 5/9 mtg. (Jeanette, Jan F., Debbie, Beth)</p>	<p>January 2002</p> <p>First evaluation occurred at July 2001 meeting. Results discussed briefly at 8/8/01 meeting. More in depth discussion scheduled for 9/12/01</p>

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			Develop process (5/31/01 survey developed) Schedule evaluations (July and Dec/Jan)	12/12/01 meeting: decision to evaluate yearly. Next eval scheduled for July 2002
11. Carol Oliver Document regarding DOH workgroups (to create list of internal groups that can help us do our work)	a. Review and report on document b. Determine next steps	a. Central Team b. Combined Program Team	Completed 12/13/00; this document continues to be a draft which is updated continuously. Will be used as reference document	Ongoing
12. Share roles and responsibilities of Program Team members with LHJ's			Document completed 12/13/00; this will be shared at regional meetings as appropriate	
13. Provide clarification about the purpose of external regional meetings (i.e., can they be used to do program specific trainings?)	Plan with individual team and region re: agenda for regional mtgs	Each region team	Each individual region team discuss as needed within their team	As needed
14. Decision Making Methods	<ul style="list-style-type: none"> Identify methods for decision making Identify process for how decisions will be made by the MCH Combined Team 		Discussion at a Team meeting	Scheduled for 7/11/01 and 8/8/01 meeting 8/8/01: Group agreed to table further discussion until the MCH Planning Committee

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				completes its recommendations on decision-making processes for MCH
15. Orientation for LHJs (new staff, new nursing director, new administrator) regarding MCH and MCH Combined Team	Develop consistent orientation materials for all to use	MCH Combined Team and/or small workgroup made up of 1 representative from each region team	<ul style="list-style-type: none"> Provide a notebook for all region teams to put in materials they have used Form workgroup Workgroup reviews materials and recommends/develops a packet of materials for all region teams to use 	<p>March 01—completed</p> <p>June 2001: Tawney, Civillia, Beth, Johanna, Judith</p> <p>Met 7/26/01, 9/20/01, 10/22/01.</p> <p>Shared final plan at 12/12/01 meeting. Packets distributed to each team. All documents on P:\drive.</p>